

Coordinator Payroll Services

- Full time, Ongoing
- Band 8, Starting salary $127,403 plus superannuation

The Role

Are you a strategic payroll leader who thrives on delivering exceptional service, driving continuous improvement, and leading a high-performing team?

Reporting to the Manager People and Culture, you will play a pivotal role in ensuring payroll excellence across the organisation while contributing to broader workforce, remuneration and business improvement initiatives. You'll work closely with leaders across the City, providing expert advice and leading projects that enhance efficiency, compliance and employee experience.

You will lead the strategic and operational delivery of the City's payroll services and payroll systems, ensure compliance with legislative requirements, maintain strong governance frameworks, and drive continuous improvement initiatives that support organisational objectives and workforce outcomes.

You will also lead a dedicated team and act as the business owner for payroll, remuneration and workforce systems, ensuring services are accurate, efficient, compliant and customer-focused.

Analysing workforce and operational data, preparing reports and providing recommendations that support informed decision-making are also a part of this varied role.

Part time working arrangement may be considered for the successful candidate.

About You

You are a collaborative and influential leader with extensive payroll expertise and a passion for delivering outstanding customer service. You combine technical knowledge with strategic thinking and thrive in environments where continuous improvement is valued.

To be successful in this role, you will have:

- Relevant qualifications and demonstrated experience leading and developing payroll or people operations teams
- Extensive experience managing end-to-end payroll functions within a complex organisational environment
- Strong knowledge of Enterprise Agreements, employment legislation, superannuation, taxation and payroll compliance requirements
- Experience managing remuneration frameworks and Senior Officer remuneration processes
- A proven track record of successfully leading business improvement projects, change initiatives and system enhancements
- Exceptional stakeholder engagement, communication and influencing skills
- Strong analytical and problem-solving capabilities, with experience using data to drive informed decisions and continuous improvement outcomes

This role requires a police check assessment and employee Working with Children Check.



Contact

If you require any further information regarding this position, please contact **Kylie Cheal, Manager People & Culture, 0419 323 784.**

Benefits

- Flexible and hybrid work options | Full time position | Secure and stable employment
- Achieve work/life balance in a flexible team | Fitness Passport
- Contribute to our community | Work close to home in beautiful Bendigo
- Salary packaging options | Values based organisation | Paid overtime

Visit our Employee Benefits website for more of our benefits.

Position Description

Please view the position description and detailed position demands document in “Job Attachments”

To Apply

Please submit your cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume by **11pm, Wednesday 11 November 2026.**

About Us

The City of Greater Bendigo is in the heart of central Victoria on Dja Dja Wurrung and Taungurung Country. Located just 90 minutes’ drive from Melbourne, our region offers all the benefits of a large city with a warm and welcoming country feel.

Greater Bendigo is an attractive region that is famous for its food and wine, and boasts the Bendigo Art Gallery, theatres, stunning heritage buildings and natural surrounds that provide great recreational opportunities. There are also high quality education and health services, a wide range of housing options, excellent rail and road networks, and Bendigo Airport has regular direct QantasLink flights to Sydney.

We provide more than 65 important services to support our community, which is heading towards a population of 200,000 by 2050. Now is a great time to join us!